

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

09-599

**OPEN PERIOD:**

12/15/2009 – 12/29/2009

**JOB TITLE:**

Information Technology  
Specialist (INET)  
(2 Positions)

**PAY GRADE AND SERIES:**

GS-2210-09/11

**PAY RANGE:**

\$53,234 - \$77,284

**POSITION LOCATION:**

Sacramento, CA.

**APPOINTMENT TYPE: INDEFINITE - DUAL STATUS****PDCN #:** 90013000**Security Clearance Required:**

Secret

**AREA OF CONSIDERATION:** ALL SOURCES

Military grade of E-4 through E-9, WO1 through WO4 or O-1 through O-3.

**Compatible Military Grade Assignment:** MOS ENL 25B/M/R/V/Y,  
WO 250N, 251A.**Key Requirements:** Must be able to obtain IT training DoD  
5870.01-M within 6 months of hire.**THIS IS AN INDEFINITE POSITION**

*Selectee may be non-competitively converted to permanent status if/when funding becomes available*

This position is located in an information management organization. The work of this position involves the design, implementation, and management of the state's National Guard Web page along with the design and management of the Visual Information (VI) program.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

**SUBJECT to NIGHT and/or ROTATING SHIFTS.**

**Position Requires Travel:** Frequent, more than 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Technical, analytical, supervisory, or administrative experience which has demonstrated the candidate's ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

**Information Technology Specialist (INET) GS-2210-09 (Trainee):** Must have 24 months of specialized experience that demonstrates the knowledge in applying current internet protocols, internet server operations and operating systems to the design of a website; experience with designing and deploying content to web based systems – (intranets, extranets, internets); experience with troubleshooting and providing technical support to websites and web pages; experience in communicating with customers, peers, and website content owners; experience with Microsoft Sharepoint products and technologies.

**Information Technology Specialist (INET) GS-2210-11:** Must have 36 months of specialized experience that demonstrates the knowledge in applying current internet protocols, internet server operations and operating systems to the design of a website; experience with designing and deploying content to web based systems – (intranets, extranets, internets); experience with troubleshooting and providing technical support to websites and web pages; experience in communicating with customers, peers, and website content owners; experience with Microsoft Sharepoint products and technologies.

**TRAINEE POSITION:** Applicants not meeting full qualifications for the GS-11 position indicated above may be considered for GS-09 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-11 upon meeting full qualifications and recommendations of supervisor.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to apply web design techniques using HTML, graphics, and Microsoft Sharepoint.
2. Ability to capture and convert business requirements to web based applications and services.
3. Ability to process and deploy web design requests.
4. Ability to advise and recommend solutions to end-users based on business requirements and available technologies.
5. Ability to provide technical support on web page editing and design.
6. Ability to effectively recognize, report, track and resolve problems with internet, extranet and intranet pages and sites.
7. Ability to conduct training on basic web design and editing to content providers.
8. Ability to prepare training materials on basic web design and editing.
9. Ability to assist customers in implementing new web based processes.
10. Knowledge required for using and maintaining of the Microsoft Sharepoint products and technologies.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a computer related field such as computer science, data processing, or information processing science.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please title your emails to fit the format of (Last Name, First Name - Announcement Number); (i.e., Smith, Joe – 09-001)

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (**mandatory**)
- Transcripts, if applicable

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**